



FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION	RELEASE DATE:	Tuesday, December 5, 2006
POSITION TITLE:	CHIEF COUNSEL	FINAL FILING DATE:	Friday, December 22, 2006
CEA LEVEL:	CEA III	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,311.00 - \$ 9,164.00 / Month	BULLETIN ID:	12052006_2

POSITION DESCRIPTION

Under general direction of the Executive Director, the Chief Counsel will attend all commission meetings and management meetings to ensure Commission and staff compliance with all applicable state laws, e.g., Bagley-Keene Open Meetings Act, Brown Act, Public Records Act and state procurement rules having an impact on First 5 California Children and Families Commission. The Chief Counsel will be responsible for preparing formal and informal legal opinions regarding issues related to county implementation and program participation; compliance with federal laws and regulation, where applicable; county governance, and compliance with state and federal laws and regulations regarding appropriateness of funding/expenditures. The Chief Counsel independently performs difficult research and preparation of legal arguments for litigation and related purposes in conjunction with the Attorney General's Office. As applicable, the Chief Counsel collaborates with local legal staff to assist them in interpreting the California Children and Families First Act. The Chief Counsel is responsible for reviewing legislation and legal guidelines and program impact; assists in the drafting of legislation and testifies before the Legislature on legal issues affecting the Commission.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Experience handling complex civil criminal or administrative litigation including preparation of opinions, pleadings, oral arguments, rulings, and/or regulations and presenting such information or arguments in either Superior, Appellate, Supreme Court or quasi-judicial environments.

Experience in advising staff of the Political Reform Act, Bagley-Keene Open Meeting Act and Brown Act.

Experience in dealing with issues and/or litigation of a high-profile and/or politically-sensitive nature.

Experience in policy development as a member of a management team exhibiting leadership, creativity and sound judgment.

Experience in the formulation and implementation of legal strategies and policies for an organization.

Experience presenting issues before constitutional officers, Legislature, local government, State Boards and Commissions, various State agencies and/or the public.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF COUNSEL**, with the **FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Please submit the following:

A standard State Application (Form 678) and a resume that clearly addresses your experience and

job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.

Applications submitted without a Statement of Qualifications will be rejected from this examination.

Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Resumes do not take the place of the Statement of Qualifications.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

The application, Statement of Qualifications and resume must be submitted by the final filing date to:

FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION, c/o The Department of
General Services
P.O. Box 989052, West Sacramento, CA 95798-9052
Ruby Ewell | 916-376-5433 | Ruby.ewell@dgs.ca.gov

ADDITIONAL INFORMATION

STREET ADDRESS FOR SUBMITTING APPLICATION, RESUME AND STATEMENT OF QUALIFICATION:

Department of General Services Office of Human Resources, Exam Unit 707 3rd Street West
Sacramento, CA 95605

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>